

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Office  
THRU : Chief, Records Services Division  
FROM : Chief, Machine Records Branch

DATE: 13 July 1953

SUBJECT: Elimination of Overtime Hours used to Process Vouchered Payroll.

Reference letter from the Comptroller dated 8 November 1951 and CIA Regulation [redacted]

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[redacted], requests that the following be directed to the attention of the proper authorities in order to eliminate overtime in the Machine Records Branch, [redacted]

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1. The hours in excess of the regular 40 hour week presently being worked by [redacted] Machine Records Branch, could be eliminated by compliance of all offices with reference data.

2. The Chief of Vouchered Payroll Branch, Fiscal Division has prepared a list of offenses most commonly committed and a specific line of action which he may follow to correct the condition and prevent repetition of same, for the approval and signature of the comptroller.

3. At present 10% to 15% of the certified correct, Time and Attendance Report and Payroll Change Slips, Form 34-42, received in Payroll Branch, Fiscal Division are found incorrect. Approximately 50% of those reports require a phone call, in addition to the clerical work, to correct.

*This results in delay in getting TA Slips in to Machine Records; thereby requiring over time work to complete payroll operations -*

[redacted]  
Chief, Machine Records Branch

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2 Encl.

Ltr dtd 8 November 1951  
fr Comptroller

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*Discussed with [redacted] Chief Focaldis, on 6/16 - Future Agency Notice being prepared to cover this problem - See [redacted] Approved For Release 2002/08/23 : CIA-RDP70-00211R000100020013-3*

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